Systems Analysis and Design   ([MS Word Version](#))

Project Goals

These questions are designed to help us understand what you want accomplished. Answers to these questions will assist us in establishing the scope of the work to be undertaken.

1. What are the goals of this project? *(Are there both long-term and short-term goals? What are they?)*
2. Do you want us to gather and analyze information to define the requirements for an application?
3. Do you already have requirements documented from which you want us to design an application?
4. Are you interested in acquiring commercial off-the-shelf (COTS) software?

Project Management

The following questions help us define the type of communication your organization prefers and provide us with contacts with whom we will be working.

1. Who will be the person in charge of the project on your behalf?
2. Will we work with a single point of contact, or will we have multiple points of contact?
3. Who are the participants in this project and what are their roles? Where are they located? What are their interests and how important are their interests to the success of this project? What role will they play in this project? *(These may be individuals or organizations with whom we will be working day to day on this project.)*
4. Who are the stakeholders in this project? Where are they located? What are their interests and how important are their interest to the success of this project? What role will they play in this project? *(A stakeholder is anyone who is affected by, or believes they will be affected by this project in some way.)*
5. Do you have a preference as to the process you want us to use in working with points of contact, participants, and stakeholders? *(Do you want us to use group meetings, individual work sessions, meetings by functional groups, telephone and e-mail exchanges?)*
6. What is the priority of this project for points of contact and participants? *(Are they dedicated to this project or do they have competing responsibilities?)*
7. What is the process you would like us to follow when we need clarification, receive conflicting information, or need a decision made?
8. Who has the final say in defining requirements?

Deliverables

As a customer, you probably have expectations on what you will receive at the end of this undertaking. These questions are designed to give us some idea of these expectations.

1. What deliverables do you want from us? *(We can provide you with a written proposal; we can make a presentation to your management; we can conduct follow-up meetings with points of contact, participants, and stakeholders.)*
2. If you prefer a written proposal, do you have a desired format? *(If you have a desired format, please provide us with an example of a document prepared using the format.)*
3. What is the desired timeframe for completion of this project? *(It is helpful for us to know this information as it may have an impact on recommendations we make regarding this project.)*

<u>Systems Analysis</u>

There are many elements to a requirements analysis. In order to be certain we meet your needs, it is important that we clearly identify what our work is to cover.

1. Are there external issues or influences that may have an impact on the requirements gathering, analysis, and design that we should be aware of? *(For example, are there environmental or political issues that may impact our work?)*
2. Are there regulatory requirements to be considered in the requirements definition? *(If yes, what are they, what is their source (organizational, agency, government-wide)?)*
3. Are there any known future requirements? *(Such as those allowing for expansion or growth?)*

<u>Systems Design</u>

Answers to these questions will give us some idea of your expectations regarding applications design.

1. Do you have existing hardware and software preferences that we need to keep in mind? *(If yes, what are they?)*
2. Do you have specific design preferences? *(If yes, please provide a detailed description of the requirements and specific examples, if available.)*
3. Do you have desired look and feel requirements for the application? *(If yes, briefly describe them.)*
4. What are your archival needs for the information captured by the application? *(How long does the information need to remain available in the application? How long does the information need to be maintained off-line?)*
5. Do you have reporting requirements for the information captured in the application? *(If yes, please provide us with a mark up of the report format: data elements, position on the page, number of copies, electronic report, hard-copy report, etc.)*
6. Do you require the capability of designing and generating reports on an as needed basis (ad hoc)? *(If yes, do you have a preference for the software tool used to generate the reports?)*
7. Do you have specific response time requirements? *(If yes, please provide them to us.)*
8. What is the anticipated size of the user population?